

Getting in to the Placer County Courts Self Help Center

All of our services are now by appointment. You can make your appointment online in advance or make a same-day appointment in the courthouse. You must check in for your appointment to confirm your place in line.

How to make your appointment online

Go to www.placer.courts.ca.gov Scroll down to “Online Appointments.” Follow the instructions.

Bring the barcode with you, either printed out or on your smartphone.

Make a same-day appointment in the courthouse

Go to the check-in kiosk. (That’s the machine on the wall between the two TV screens in the main lobby.) Select “Legal Self Help” and follow the prompts on the screen:

Do you have an appointment? Select “no”

If there are appointments available, the available appointments will appear on the screen. Pick one. A ticket will print out with a bar code on it. Do not lose this. You will need it to confirm your place in line.

Within 15 minutes of your appointment time (no earlier than 15 minutes before and no later than 15 minutes after), you must Check in for your appointment.

Check in for your appointment

Go to the check in-kiosk. (That’s the machine on the wall between the two TV screens.) Select Legal Self Help and follow the prompts on the screen:

Do you have an appointment? Select “Yes.”

Scan your bar code: The bar code reader is to the left of the screen. Be sure to hold the bar code 3-4 inches away from the reader. If you hold it too close, the scanner cannot read the bar code.

The machine will print a ticket with a letter and numbers on it. (for instance L 123) Watch for that number to be called in to the self help center.

Tip: If you try to check in more than 15 minutes before your appointment, the kiosk will not give you a ticket. Wait and try again. If your appointment is for 10:30 a.m., you can’t check in earlier than 10:15. You will not be able to check in more than 15 minutes after your appointment; if you try to check in for your 10:30 appointment at 10:46, you will not be able to, and will have to get another appointment.

Getting called in for your appointment

We can’t guarantee that you will be called exactly at your appointment time. But you will usually be called in within 30 minutes of the time that you check in for your appointment. There are a total of five appointments available in each half hour and they will be called first come, first served in order of check-in.